

15 April, 2000

# ODCSLOG IMA NEWSLETTER

## NOTE FROM THE 149<sup>th</sup> IMA COMMANDER

### SECTIONS UPDATE:

#### ARMY POLICY ON THE USE OF WEB-BASED OR INTERNET SERVICE PROVIDER (ISP) E- MAIL ACCOUNTS FOR OFFICIAL ARMY BUSINESS

The Information Management Office sends this message to inform you of DOD and Army policy on the use of web-based or Internet Service Provider (ISP) email accounts for official army business.

#### 1. REFERENCES:

a. AR 380-19, INFORMATION SYSTEMS SECURITY, FEBRUARY 27, 1998. (<http://www.usapa.army.mil>)

b. ASD (C3I) MEMORANDUM - FEBRUARY 1, 1997, SUBJECT: USE OF DOD INFORMATION AND TELECOMMUNICATIONS SYSTEMS ([http://www.c3i.osd.mil/other/pc\\_Pol3.htm](http://www.c3i.osd.mil/other/pc_Pol3.htm) )

2. THE PURPOSE OF THIS MESSAGE IS TO REITERATE DOD AND ARMY POLICY ON THE USE OF FEDERAL

GOVERNMENT SPONSORED E-MAIL ACCOUNTS FOR OFFICIAL ARMY BUSINESS. THE NEED TO REITERATE THIS POLICY IS DUE TO THE GROWING POPULARITY OF USING NON-APPROVED ISP OR WEB BASED SYSTEMS AS ALTERNATIVE E-MAIL ADDRESSES FOR OFFICIAL ARMY BUSINESS.

3. IN ACCORDANCE WITH REFERENCE A, ARMY EMPLOYEES WILL EMPLOY GOVERNMENT OWNED E-MAIL SYSTEMS FOR AUTHORIZED UNCLASSIFIED U.S. GOVERNMENT BUSINESS. ARMY EMPLOYEES WILL NOT USE UNAPPROVED ACCOUNTS [SUCH AS HOTMAIL OR YAHOO MAIL] FOR OFFICIAL ARMY BUSINESS UNLESS SPECIFICALLY AUTHORIZED TO DO SO BY THEIR DIRECTOR OF INFORMATION MANAGEMENT OR DEPUTY CHIEF OF STAFF FOR INFORMATION MANAGEMENT (DOIM)/(DCSIM).

4. DOIMS/DCSIMS (IN COORDINATION WITH THE DESIGNATED APPROVING

## INSIDE

- AUTHORIZED E-MAIL ACCOUNTS
- THE FUTURE OF THE ARMY MAINTENANCE POLICY
- TIMING OF RESERVE EDUCATION

AUTHORITY) WILL ENSURE ISP OR WEB BASED E-MAIL SYSTEMS ARE APPROVED ONLY WHEN IT IS MISSION ESSENTIAL AND ARMY OWNED E-MAIL SYSTEMS ARE NOT AVAILABLE. WHEN APPROVED, USERS WILL TAKE SPECIAL PRECAUTIONS TO ENSURE THAT ANY SENSITIVE AND/OR CLASSIFIED INFORMATION IS NOT RELEASED USING THIS E-MAIL SYSTEM.

5. IN ACCORDANCE WITH REFERENCES A AND B, ARMY EMPLOYEES SHALL NOT TRANSMIT CLASSIFIED INFORMATION OVER ANY COMMUNICATION SYSTEM UNLESS IT IS TRANSMITTED USING APPROVED SECURITY PROCEDURES AND PRACTICES.

6. ARMY EMPLOYEES SHOULD EXERCISE EXTREME CARE WHEN TRANSMITTING ANY SENSITIVE INFORMATION OR OTHER VALUED DATA. INFORMATION TRANSMITTED OVER AN OPEN NETWORK (SUCH AS THROUGH WEB BASED OR ISP UNSECURE E-MAIL) MAY BE ACCESSIBLE TO ANYONE ELSE ON THE NETWORK.

7. CONTACT ANITA SMITH AT 693-3626 OR EMAIL [Anita.Smith@hqda.army.mil](mailto:Anita.Smith@hqda.army.mil) WITH ANY QUESTIONS OR CONCERNS.

## LOGISTICS OPERATION CENTER SOP

Anyone reporting for duty in the Logistics Operations Center (LOC) should find a copy of the standard operating procedure (SOP) manual at their desk. The SOP was

written by the 149<sup>th</sup> IMA Detachment to document LOC operations. It covers the standard requirements as well as such things as where to find supplies and how to get computer equipment to work. This SOP is especially useful during the night shift when more experienced LOC personnel are often not available for guidance.

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### CHANGE OF ADDRESS:

To speed delivery of this newsletter, it will be published electronically. This will be accomplished initially by e-mail and eventually by posting on the ODCSLOG Internet web site. If you would like to receive the newsletter by e-mail, write to the commander at [rodercc@hqda.army.mil](mailto:rodercc@hqda.army.mil).

If your address has changed, please indicate your new address below and mail it to:

### DEPUTY CHIEF OF STAFF FOR LOGISTICS

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The "ODCSLOG IMA Newsletter" is produced by the

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